YOUNG LADIES’ INSTITUTE



MANUAL *for*

OFFICERS AND DEPUTIES

YLI Form 036

(REVISED 2018)

TABLE OF CONTENTS

GENERAL DUTIES OF OFFICERS . . . . . . . . . . . . . . . . . . . 3

 Chair Officers . . . . . . . . . . . . . . . . . . . . . . . . . . . 3

 Recording Secretary . . . . . . . . . . . . . . . . . . . . . . . . 4

 Financial Secretary . . . . . . . . . . . . . . . . . . . . . . . . . 4

 Treasurer . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4

 Trustees . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 4

 Marshal . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 5

 Sentinel . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 5

 Organist . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 5

INSTITUTE FORMS . . . . . . . . . . . . . . . . . . . . . . . . . . 6

 Recording Secretary . . . . . . . . . . . . . . . . . . . . . . . . 6

 Financial Secretary . . . . . . . . . . . . . . . . . . . . . . . . 6

 Treasurer . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6

 Trustees . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6

COMMITTEES . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 7

DUTIES OF INSTITUTE DEPUTY . . . . . . . . . . . . . . . . . . . 8

DUTIES OF DISTRICT DEPUTY . . . . . . . . . . . . . . . . . . . . 10

 Annual Meeting . . . . . . . . . . . . . . . . . . . . . . . . . . 10

 Workshop . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 11

 Official Visits by the District Deputy. . . . . . . . . . . . . . . . 11

 Courtesies to the Grand President . . . . . . . . . . . . . . . . . 11

 Supervision of Deputies . . . . . . . . . . . . . . . . . . . . . . . 11

 Mileage . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 11

DUES FINANCIAL BREAKDOWN . . . . . . . . . . . . . . . . . . . 12

SCHOLARSHIPS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 13

PROTOCOL . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 14

 Spiritual Activities . . . . . . . . . . . . . . . . . . . . . . . . . . 14

 Participation by Bishop. . . . . . . . . . . . . . . . . . . . . . . . 15

 Invitations . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15

 Introductions . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15

 Banquets and Luncheons . . . . . . . . . . . . . . . . . . . . . . 16

 Blessing & Thanksgiving . . . . . . . . . . . . . . . . . . . . . . 16

 Speakers . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 16

 Official Visits . . . . . . . . . . . . . . . . . . . . . . . . . . . . 16

 Cross and Flag Regulations . . . . . . . . . . . . . . . . . . . . . 17

 Receiving Line . . . . . . . . . . . . . . . . . . . . . . . . . . . . 18

 Making a Motion . . . . . . . . . . . . . . . . . . . . . . . . . . . 18

 Nomination of Officers and Delegates . . . . . . . . . . . . . . . . 18

FORMS OF ADDRESS . . . . . . . . . . . . . . . . . . . . . . . . . . . 20

INTRODUCTION

This manual has been compiled as a reference and supplemental guide for the officers and deputies.

The information has been obtained from the Constitution, Meeting Procedure, Instructions for Desk Officers and Trustees, and the Active Recommendations.

It is hoped that you will read this manual carefully and implement the information in your duties as an officer or deputy.

Remember, however, the Constitution and Meeting Procedure are the only governing authorities in Young Ladies’ Institute.

First Edition 1957

Revised 1974

Revised 1991

Revised 2005

Revised 2014

Revised 2015

Revised 2018

## GENERAL DUTIES OF OFFICERS

Specific duties are defined in the Constitution; instructions are given in the Meeting Procedure and at the officers' symposium. Desk Officers and Trustees are to follow printed instructions.

The Past Presidents of each Institute or a District Committee appointed by the District Deputy are to conduct a symposium for the incoming officers as soon as possible after election. (See Constitution, Subordinate Institutes; Article V - Officers)

Duties shared by all officers are:

* An officer is first a good member of her own Institute; acting with enthusiasm.
* Attends all meetings regularly; is punctual, and ready to offer assistance.
* Attends all officers' meetings to help plan Institute programs.
* Attends functions within the District in order to promote friendliness and unity within the District. Knows all members (active and inactive), encourages participation, enthusiasm, and instills loyalty. Knows the Chaplain, the Institute and District Deputies, and visiting Grand Officers. Seeks their advice. Knows the history, structure, and function of their Institute, District, and Grand Institute.
* All property of the Institute, e.g., Meeting Procedure and Instructions, etc., must be passed on to their successor in its entirety.

## DUTIES OF THE OFFICERS

### PAST PRESIDENT

The office of Past President is the only office for which no election is held. The President is automatically the Past President upon completion of her term.

In the inability of the Past President to fill the chair, the President will appoint a Past President to fill the chair for that year.

In the absence of the Chaplain, you shall lead the opening and closing prayer and assist at initiation. Support friendliness among the members and give support and counsel to the officers.

#### PRESIDENT

The President should have knowledge of parliamentary law, be punctual, patient, courteous, firm, and impartial. Remember, the members will observe you closely; your example should be worthy of imitation. While presiding, stand erect, and speak slowly, loudly, and distinctly.

Consult the Chaplain regarding the Institute program, preferably at the beginning of the term.

When a new Chaplain is appointed, visit him and acquaint him with the purposes of YLI.

Appoint all committees required by the Constitution and By-Laws, keeping in mind the interest and talent of the members.

You are an ex officio member of all committees with the exception of the Nominating Committee, which must be elected by the members. This does not bar you from being elected to the Nominating Committee. As President you counsel - but do not "run" the committees.

Call a meeting of officers and committee chairmen at least annually to plan a tentative program for the year and more often as needed, keeping in mind all known dates such as Anniversary, Third Sunday of Lent, major District affairs. Official Visits, etc.

Keep the Telephone/Email, Bulletin, and Publicity Committees alerted to the calendar of events and any important facts, so they can keep members informed and send publicity to the local press and churches. Keep in touch with the Recording Secretary between meetings and be familiar with all communications. Appoint a member to prepare and present an Activity Report at the official visit of the Grand Officer. The report should cover the activities between official visits. The report is to be given under the Good of the Institute prior to the introduction of the visiting Grand Officer.

Urge attendance at all Institute and District functions and the visiting of neighboring Institutes. You shall not make or second any motion, or take part in any debate while in the chair. Should you desire to express an opinion remove your regalia, step out of the President's station, address the First Vice-President, and proceed. You give the deciding vote when a tie occurs, except in the election of

officers.

KNOW THE INSTITUTE, TALK THE INSTITUTE, LIVE THE INSTITUTE.

#### VICE-PRESIDENTS

The primary duty is to study and prepare for the presidency, increasing your knowledge and enthusiasm. It is of utmost importance that both Vice-Presidents get to know the members, understand their interests and talents and become familiar with the Meeting Procedure. This will enable you to make appointments and preside in the absence of the President, and to make appointments when President.

####  FIRST VICE-PRESIDENT

In the absence of the President, you will preside. It is necessary to become familiar with all the duties of the President.

In all motions pertaining to the President, stand, state the question, and complete the motion in regular form.

####   SECOND VICE-PRESIDENT

In the absence of the First Vice-President, you will discharge the duties of her office. In the event the First Vice-President is the acting President, you will fill the chair of the First Vice-President.

**RECORDING SECRETARY**

See “Instructions for the Recording Secretary”, Constitution and the Meeting Procedure fine print.

**FINANCIAL SECRETARY**

See “Instructions for the Financial Secretary”, Constitution and the Meeting Procedure fine print.

**TREASURER**

See “Instructions for the Treasurer”, Constitution and the Meeting Procedure fine print.

**TRUSTEES**

See “Instructions for the Trustees”, Constitution and the Meeting Procedure fine print.

#### MARSHAL

The Marshal is charged with the care of the property of the Institute. Receive visiting sisters and guests courteously and present them to the attention of the President.

Prior to the meeting, ensure the mounted crucifix is placed on the President’s station to the President’s left, the United States Flag to her right or behind and to the right of the President’s station. Also distribute the regalia for the officers and any other duties defined by the Institute. Put the property away following the meeting.

Give particular attention on the night of Initiation that sufficient chairs are placed behind the Trustees for the candidates and their sponsors.

Prior to Initiation check with the Flag Team and Assistant Marshal and practice with them for floor work, if necessary

Be alert to deliver required messages from member to member during the meeting.

You are held responsible for the property entrusted to your care and shall deliver the same to your successor.

#### SENTINEL

The Sentinel has charge of the sign in sheets and Prayer list to be given to the Recording Secretary before start of the meeting.

Your position is in the meeting room near the exit door. Open the door for anyone who enters or leaves the meeting room while the meeting is in session. Messages received at the door are delivered to the First Vice President.

See that members and visitors arriving late remain at the rear of the room until after Opening Ceremonies, Initiation, and Reading of the Minutes.

### ORGANIST

The Organist will play music required by the Institute.

Appropriate times would be when the Marshal and/or Flag Team are leaving or entering the meeting room, and when seating new members.

#### INSTITUTE FORMS

The following forms and reference material are available from Grand Institute through your Recording Secretary or directly through the Grand Secretary's office. Some forms may also be available through the website www.ylionline.org[.](http://www.ylionline.com/)

Constitution

Grand Institute Proceedings

History of Young Ladies' Institute

Manual for Officers and Deputies

Members' Handbook

Meeting Procedure

##### RECORDING SECRETARY

Application for Membership

Notification of Death

Golden Jubilee Burse cards

Guide for Preparation of By-Laws

Instructions for Recording Secretary

Membership Card – Blue and White

Membership Booklet

Memorial Service Booklet

Novena Leaflet

Price List

Roll of Officers

Suspension Letter

Transfer Form

Warrant Slip

##### FINANCIAL SECRETARY

Notice of Annual Dues

Instructions for Financial Secretary

Day Book

Ledger Page

##### TREASURER

Instructions for Treasurer

Treasurer’s Book

##### TRUSTEE

Quarterly Report Form

Instructions for Trustees

#### COMMITTEES

The work of the committees has many facets. The most important are communication, organization, planning, reports and enthusiasm. A majority of the membership should be involved in committee work. The President, at the beginning of her term, shall make serious effort to include all Institute members when naming committee members. The greater the participation, the more successful is the Institute.

##### COMMITTEE SYSTEM

The Meeting Procedure has the three major categories listed: I) Spiritual, 2) Community Activities, 3) Cultural & Educational.

Institute activities are the "lifeline of the Institute" and are divided among those three committees.

Each Institute may assign subcommittees to a major committee, as it deems correct and logical. The major chairman should keep herself informed of the progress of her subcommittees. Help and support may be offered when needed. Encouragement and enthusiasm are always appropriate and appreciated.

Each Institute shall have committees as defined in the Meeting Procedure and the Constitution.

##### COMMITTEE REPORTS

Committee Reports are the "lifeline of communication". Reports should be comprehensive and concise. Reports have an important part in the programming of our meetings and should be well planned. Reports should be interesting as well as informative.

A tone of voice which reaches every part of the room and which has an enthusiastic ring catches everyone's interest and attention.

All final reports must be given in writing where money is involved. The WRITTEN REPORT shall be placed on the Recording Secretary's desk and the financial receipts placed on the Financial Secretary's desk prior to the meeting.

**A MOTION TO ACCEPT THE REPORT AND MONEY IS ALWAYS NECESSARY.**

##### VISITING COMMITTEE

Each Institute shall have a Visiting Committee of at least two members to serve for one month.

The Visiting Committee shall visit or telephone all members reported ill to the Institute.

#### DUTIES OF INSTITUTE DEPUTY

On your first visit to the Institute to which you have been appointed Deputy, present your Credential to the Recording Secretary. When the meeting is called to order, sit with the members of the Institute.

After Roll Call of Officers, the Recording Secretary refers to "Communications" and reads your Credential (the Grand President's communications must be accepted by motion). The President requests the Marshal to escort "Our Deputy, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institute" to her station at the right of the President.

Listed below are some general duties:

Familiarize yourself with the Meeting Procedure and Constitution, and copies of both must be taken to all meetings. The Constitution should be up to date and all amendments be inserted. Follow the Meeting Procedure page by page during the meeting.

Visit the Deputy Institute once a month, selecting the meeting at which you will be of assistance, such as when Quarterly Reports will be read or elections will be held. Call the President if you find that you are unable to attend and ask if there are any problems or questions. Notify the Grand President at once if you find that you are unable to continue the appointment.

Obtain the full names, addresses, email if applicable, and telephone numbers of both the President and the Recording Secretary. See that they have yours.

Ask for a copy of their membership list and ask to be placed on their mailing list.

Obtain a copy of the By-Laws. Familiarize yourself with the rules and regulations governing the Institute and ensure they comply with their By-Laws. By-Laws should be reviewed and updated regularly, especially after a Grand Institute legislative year. For instructions on how to update By-Laws see the Constitution, Article XXI - By-Laws.

Ensure the officers’ symposium has been conducted. If not, offer your assistance.

Ask to be notified of Trustees’ meetings; you must attend at least one. By attending this meeting, preferably early in the term, you will help eliminate errors. Familiarize yourself with the Trustees' reports and the correct method of compiling them.

Keep in mind you may request, through the Grand President, an audit of the books. Give assistance to desk officers and Trustees upon return of books from the Audit Committee.

Inquire if there are any officers who were not installed at regular Installation (install under New Business or at the close of the meeting). Remember, if the Institute to which you are appointed has Installation after the convention of Grand Institute, the former Deputy will install the officers.

As a courtesy, present your Credential after Installation. See that the Meeting Procedure work is properly performed and that the Constitution and Rules of the Order are fully observed. Graciously offer assistance to all officers and members. Suggest a practice be held before an Official Visit.

Become familiar with the fund of the Institute; if the Fund is low, offer suggestions as to ways and means to increase and conserve it.

See that all checks are drawn within five days of the date of the meeting.

Caution officers and members to remain in good standing at all times.

If a member owes dues for six months, see that she is suspended the first meeting of the seventh month.

Arrearage list must be read at the first meeting of each month.

Encourage each officer to have her own copy of the Meeting Procedure, Constitution, Officers' and Deputy Manual, Member's Handbook, and to study each thoroughly.

Suggest and encourage that the President and Recording Secretary review correspondence and other items of business before meetings.

Keep track of Grand Institute Committee letters and see that they are reported and given to the corresponding committee chairman.

Suggest officers’ meetings be held to formulate plans for programs. Tentative programs must be presented at a regular meeting for members' acceptance or rejection.

Encourage punctuality. See that the President begins meetings at time specified in By-Laws. Stress importance of a visiting committee and its obligation to visit or telephone sick members.

Encourage members to visit other Institutes' Official Visits, special meetings, all District activities, parish activities and be active in community affairs.

Keep in touch with your District Deputy; make every effort to attend her meetings and Official Visits. Encourage the Institute to have a "Hostess Committee" to greet visitors on all occasions and especially, on the night of the Official Visit.

Assist the Marshal at time of the Official Visit by offering to make a list of visiting Grand Officers, Past Grand Presidents, and visitors.

Remember FIRST OF ALL, that you are Deputy to a Catholic organization. Does the Institute have a crucifix and Flag in its meeting room? Encourage recitation of the Rosary at meetings.

Quote directly from the Constitution or Meeting Procedure when answering questions; the Deputy must be correct. You must never guess. If you need time to find the correct answer, tell the Institute and check on the question to secure the proper information.

If a problem of a serious nature arises, report it immediately to the District Deputy, who will advise the Grand President. If you find a discrepancy in the books, notify the District Deputy.

Carefully study the Installation charges. Confer with the Deputy Institute whether you will be doing the Standard Installation Procedure or Optional Installation Procedure.

See that members of your installing team are properly and correctly trained in their duties. In doing so, you will add significance to the occasion.

Either you or your Deputy Institute may provide the flag and cross banner. Encourage the Institute to make Installation a special event.

**MILEAGE:**

Institute Deputies are allowed mileage for one meeting a month to the Deputy Institute, one Trustees' meeting, one District Preliminary Meeting, District meeting or Conference, and Workshop.

Mileage bills are to be submitted no later than 30 days following the quarter in which expenses were incurred.

#### DUTIES OF DISTRICT DEPUTY

You, the District Deputy, are the representative of the Grand President in your District, chosen by her as the leader to coordinate District activities. Pay special attention to developing future leaders in our Order through all your interactions.

Study the Constitution thoroughly and familiarize yourself with the sections regarding District Deputy duties, District Conference, District Meetings, and District Workshop.

Know your By-Laws (not all Districts have By-Laws; it is optional) and meetings required by the District, in addition to those required by the Constitution.

##### ANNUAL MEETINGS (OPTIONAL)

Call a meeting composed of the Deputies of the District to plan the annual meeting, which may be either a Conference or a District Meeting.

Send notice well in advance to all District Institutes giving date, time and place of meeting, and other pertinent information.

Appoint Officers of the Day and notify them of their appointment. The Officers of the Day, with the exception of the Organist, shall be selected from the delegates or their accredited substitutes.

Appoint the following, giving necessary instructions as per Meeting Procedure:

Committee on Minutes - three members

Committee on Activities of Institutes

Annual meetings are an opportunity to come together as a District and build enthusiasm.

Therefore consider:

* Speakers – consider the possibility of someone in your own District, Institute members, the clergy, religious, civic leaders, etc.
* Officers of the Day and committees are appointed with equal representation, as far as possible, from the various Institutes in your District.
* Invitations - assist the hostess Institute in compiling the mailing list.
* Hostess Institute - offer assistance but leave arrangements to the hostess Institute for decorations, refreshments, hall arrangements, and spiritual programs. Guide them on expense and time schedule.
* Preparing a display of all Institute forms for District Meetings or Conference and Workshop.

##### WORKSHOP

Institutes in a District will hold a Workshop as specified in the Constitution and Active

Recommendations. The purpose of the Workshop is to inspire, to encourage, to teach, to include instructions for Institute and District Deputies, and general information on YLI subjects with audience participation. Stress attendance by the members and not "officers only".

##### OFFICIAL VISITS BY THE DISTRICT DEPUTY

Visit the Institutes officially once during your term. Plan a calendar of your Official Visits. It is suggested you schedule them at least three months before or after the Grand President's Official Visit.

Request your date at least six weeks in advance; however, the Institute may invite you because of a planned initiation or a special occasion.

Ask to be advised of time, place, and mode of dress.

State when you are able to review the books and request to be notified of the scheduled time the books will be available.

Take your Meeting Procedure and Constitution with you; sit between the President and Institute Deputy during this meeting.

At all other meetings, your place is to the right of the Institute Deputy.

In observing the Institute bring any errors to the attention of the respective officers and/or the Institute Deputy PRIVATELY after the meeting.

You will be the first to speak under "Good of the Institute". You need not talk long, but do have a definite and constructive message.

##### COURTESIES TO THE GRAND PRESIDENT

Inform the Grand President and Grand Secretary as soon as the date for presentation of the Golden Jubilee Burse for Seminarians is scheduled in your District.

As soon as you learn that the Grand President is to make Official Visits in your District, write to her offering your assistance in transportation, room reservations, etc.

Attend all of her visits in your District and encourage the members of the District to do likewise.

Comply with the specific requests of the Grand President concerning reports. If acute problems arise within an Institute or the District, advise her at once. In addition, keep her informed of exceptionally successful events and programs of the District.

##### SUPERVISION OF DEPUTIES

As soon as possible after your appointment or after the District Deputy Orientation Day (if held), call a meeting of your Institute Deputies to discuss the instructions and District Program.

Impress on your Deputies that each one is to become an interested member of their Deputy Institute but

that their roll is that of adviser, not participant, in discussions regarding planning or program.

Remind your Deputies that comments on necessary corrections, given by the Grand President or you on occasion of the Official Visit, are to be repeated only to the people concerned.

Stress the importance of Deputies visiting their Institute at least once a month. If you find that a Deputy is unable to fulfill her duties, notify the Grand President.

##### MILEAGE

District Deputies are allowed mileage for one Preliminary Meeting, the District Meeting or Conference, and Workshop.

Mileage is allowed only for your own Official Visit to each Institute in the District. The rate of mileage will be given to the Deputies each year by the Grand President or Finance Committee. Mileage bills are to be submitted no later than 30 days following the quarter in which the expense is incurred.

Any additional expense you may deem necessary for the proper fulfillment of duty may be accepted, but it must be approved first by the Grand President. To avoid misunderstandings, request permission from the Grand President in writing in advance of such anticipated expense.

#### DUES FINANCIAL BREAKDOWN

##### BENEFICIAL DUES

* **DEATH ASSESSMENT**

Money paid goes into the Death Benefit Fund.

* **GRAND INSTITUTE ASSESSMENT**

See Constitution Article XII, Section 6

######  PER CAPITA TAX

Money paid goes into the Grand Institute General Fund which is used for the general management of Grand Institute.

 **SUBORDINATE INSTITUTE FUND**

A portion of the dues is retained by the Institute for use as voted upon by the members.

##### ASSOCIATE DUES

 **GRAND INSTITUTE ASSESSMENT**

See Constitution Article XII, Section 6

######  PER CAPITA TAX

Money paid goes into the Grand Institute General Fund which is used for the general management of Grand Institute.

 **INSTITUTE FUND**

A portion of the dues is retained by the Institute for use as voted upon by the members.

#### SCHOLARSHIPS

Officers and Deputies should regularly bring to the attention of the members the many scholarships offered by YLI, and remind them that these scholarships are made possible by their support. They are funded by the Grand Institute Assessment, donations, and income from investments in the Grand Institute Fund. For details regarding individual scholarships see Constitution: Scholarships.

##### REQUIREMENTS FOR APPLICANTS

All applicants must be members of YLI for at least one year before filing applications, and must be active in good standing at the time of application. Applications, along with supporting documents, as specified by the Constitution, must be sent to the Scholarship Committee, and must be postmarked no later than March 31st.

Additional information regarding Young Ladies' Institute Scholarships may be obtained by writing to:

SCHOLARSHIP COMMITTEE

Young Ladies' Grand Institute

P.O. Box 160286

Sacramento, CA 95816

#### PROTOCOL

Protocol is following the proper procedures and courtesies in all instances of an organization's program and functions. As YLI is an outstanding Catholic organization, it is imperative that we know and follow the proper procedure in our relationship with others. The following is a guide to assist you in your programs.

**SPIRITUAL ACTIVITIES:**

All Institute religious activities taking place in the church should be planned with the pastor. This includes Benediction of the Blessed Sacrament, Recitation of the Rosary, and Days of Recollection. The Institutes must remember that in making a request, it should be considerate of parish schedules and the many demands on the pastor and associate pastors. When a member passes away the Memorial Service will be recited with the permission of the family and presiding clergy.

If a Mass is for a special occasion requiring additional arrangements, an offering should be made.

An Institute which has a monthly or quarterly Mass shall inquire if the date is satisfactory with the parish schedule. Alert clergy of attendance so that YLI can be recognized.

Arrangements with the pastor should include:

* Date and time of service
* Reservation of pews
* Music, if the Institute provides it
* If a banner is to be used, where to place it

Arrange where to meet before Mass. Members march in church, only with the approval of the pastor. Promptness is a must; all members should be in pews before the beginning of Mass.

##### PARTICIPATION BY THE BISHOP

If a bishop is asked to participate in any function, a letter inviting him should be written SIX MONTHS in advance.

Later, planning and details are arranged with his secretary; the entire program should be submitted to him at least one month in advance.

If the bishop is celebrating a Mass, or if he is presiding in his Cathedral, an offering is given to him, personally. If he is asked to travel any distance to celebrate Mass, the offering should be greater. Customs may vary in Dioceses and set amount cannot be quoted. The usual offering is given to the church.

The bishop is host of any function in his Diocese. He sits in the most important place on the platform or at the head or center of the table. He is always asked to say the blessing. The audience should be assembled before he is escorted into the room. If the event is in a private dining room, meet the bishop at the door and escort him to his place. All stand when he enters or is presented.

When inviting the bishop to participate, be specific. Invite him to be the principal speaker at the function. (The invitation should include purpose, theme, number expected, etc.)

He will advise you if his acceptance is to both invitations or if he accepts the invitation to attend but declines to be the principal speaker. In either case, as principal or to extemporize, he speaks last. He should be asked for his approval of all speakers on the program.

Others on the program acknowledge their introduction by saying: "Madam Toastmaster," "Your Excellency," etc. The same rules of courtesy apply to all members of the clergy.

Send a letter of appreciation promptly after the function.

##### INVITATIONS

Invitations sent out for any affair, whether religious, social, etc., may be formal or informal. They must be neat, legible, and properly written. They must contain the following information: occasion, time, place, type of dress (e.g. formal or informal) and the price of the meal. If a guest is to receive a complimentary ticket, be specific in so stating.

The reply to an invitation is sent promptly and is written in the same degree of formality or informality as the invitation received.

##### INTRODUCTIONS

When making a formal presentation, introduction should be brief and should include the topic and some background of the speaker. A person known to the group is presented; a person who is unknown to the group in introduced. Just prior to presenting the speaker, give his/her full name while facing the audience, then turn to the speaker and repeat the name only. Remain standing, lead the applause, and be seated when speaker acknowledges the introduction.

When making formal introductions the layperson is always presented to the clergy or civic dignitaries, the younger person to the older, and the man to the woman. In the realm of YLI, the members and officers of the Subordinate Institute are presented to the Grand Officers.

##### BANQUETS AND LUNCHEONS

**Seating Arrangements:** The Toastmaster is always seated in the center or to the left of the podium. The guest of honor is to the right of the podium. Other guests of honor may be seated right, left, right, left. An alternate seating would be to have all guests of honor to the right of the toastmaster and other dignitaries to the left. Do not break rank in seating, even though arrangement places friends together. Place cards are a must for the head table. Formal dinners require the use of the full name and title. At informal affairs, first names only are permissible. However, for either event, full title and name are used for clergy and civic dignitaries.

##### BLESSING AND THANKSGIVING

The ranking member of the clergy is asked to say the blessing. If no clergy are present, the ranking officer may be asked.

Complimentary tickets are provided for those who receive a special invitation.

##### SPEAKERS

An Invitation sent to a speaker should be sent well in advance to allow the guest time to make proper arrangements and preparations. The guest speaker, and all participating in the program, should be advised of the hour he or she is on the program, list of other guests, size of the meeting, interest of the group, and topics of other speakers. Specify the desired topic or suggest several topics from which the speaker may choose. Time limitations are to be given.

Provide suitable chairs, podium, and microphone, if needed. Seating arrangements on the speaker's platform follow the same rule as for a banquet.

Gratuities or gifts may or may not be in order, depending upon the guest and local custom. Gifts, as a rule, are presented to a guest who is well acquainted with the audience as an expression of gratitude. The presentation should be short. Gratuities are more formal and are in the category of a stipend or offering of a specific amount. Gratuities, as a rule, are given privately.

In asking a guest who will have to travel a great distance, give consideration to the expense involved. In all probability, acceptance of the invitation is prompted by interest in the Institute or the opportunity to present a favorable subject, without thought of remuneration or travel expense. The planning committee should be prepared to cover such expenses.

Thank you notes should be sent promptly to all who took part in the program.

##### OFFICIAL VISITS

Accept the requested date, if at all possible, and notify the Grand Officer of your acceptance. Since schedules are made a year in advance, notify the Grand First Vice-President if the Institute is celebrating a special anniversary and desires to combine the Official Visit and anniversary; she may be able to arrange her Official Visit on the anniversary date.

Offer assistance in making motel or hotel reservations. As soon as final plans are made, notify her of any

pre-meeting activities and mode of dress. Offer to have books available for checking at her convenience. Keep in touch with the District Deputy regarding the Grand Officer's transportation and reservations, as the District Deputy is the hostess of the district and will offer assistance to the visiting Officer.

Send invitations to neighboring Institutes in time to be read at their meeting prior to the Official Visit or

in time to make reservations, (See section entitled "Invitations"). Invitations may be sent to any Grand Officer and member of the clergy the Institute desires. Make sure the Grand President has a copy of the invitation for her scrapbook.

**Seating Arrangement**: The visiting Grand Officer is to the right of the President, Institute Deputy to her right, and the District Deputy to the right of the Institute Deputy. Chaplain and visiting Clergy are to left of the President. If it is the custom of the area, Grand Officers and Past Grand Presidents are to the left of the Clergy.

Prior to introduction of visiting Grand Officer, an Activities' Report is to be read. This report is to cover the activities between Official Visits of the Grand Officer.

**Speakers:** The presiding officer introduces the visiting Grand Officer. The Grand Officer is the first to speak and when her talk is completed, the President expresses the appreciation of the Institute. If a gift is to be presented, this would be a suitable time.

The Institute Deputy is presented next, then the District Deputy. The Chaplain speaks last, unless there are members of the clergy present of a higher rank.

Other Grand Officers. Past Grand Presidents and visiting Institutes are introduced giving name, number of their Institute, and location of Institute. It is suggested that the members present hold their applause until after all have been introduced.

##### CROSS AND FLAG REGULATIONS

A mounted Crucifix must be to the left of the President or mounted on the wall in back of her.

The Salute to the Cross will be given standing, facing the Crucifix, with the hands in prayer form.

The United States flag is very much a part of YLI, and it should be displayed at all meetings. The flag should have a prominent place in the room.

It should be on a staff to the right of the speaker's platform or hung on a wall directly behind and above the speaker with the field of stars at the upper left hand corner of the flag. Any other flag should be to the left.

**If there is no United States flag in the room the "Pledge of Allegiance" is not said.**

The Flag Team shall use the United States flag. The team shall be in position at the beginning of the meeting (see Meeting Procedure for diagram). Each team shall carry the flags on their right shoulders at all times. The Flag Team remains standing with the flags on their right shoulders during the entire initiation.

The United States Flag and Banner of the Cross shall be used for installation and shall be carried on the right shoulder. A woman salutes the flag by placing her right hand over her heart, with the palm facing inward. This is the same position when saying the "Pledge of Allegiance".

**RECEIVING LINE**

A receiving line is the best opportunity to greet each guest individually. Take spatial constraints into consideration when choosing where to line up so that people in the receiving line aren't standing on top of each other and guests have room to move in a smooth, orderly procession, which in turn makes the line go faster.

When in a receiving line introduce the person coming through the line to the person after you. Not only does this allow people to have a name for the person coming through it also helps to keep the line moving.

For those going through a receiving line as you greet each person offer them your name. Simply shake hands/hug, offer congratulations and keep moving. The receiving line is not the time for conversation.

The traditional order for a YLI receiving line is:

President of Institute

Past Grand Presidents in District

Grand Officers in District

District Deputy

Institute Deputy

Honoree

Honoree’s family

##### MAKING A MOTION

When making a motion a member is to stand and address the President as follows.

Member: “Madam President, I move …”

President: It has been moved and seconded that ……. (*repeat motion as stated*). Are you ready for the question? Those in favor give the voting sign of the order. Those opposed? Motion is carried (or lost, as the case may be).

##### NOMINATIONS OF OFFICERS or DELEGATES

Election of officers shall be the first order of “New Business”.

The President shall declare the nominations opened. If a nominating Committee is used, the list of nominees shall be read and placed in nomination at this time. The President will state:

##### “These members have been nominated for the offices of this Institute. Are there any further nominations?” A pause. “If not, I declare nominations closed.”

When there is no contest at an election, the Recording Secretary shall be instructed to cast the ballot, and the President will declare the officers elected.

Election – The President requests the Marshal to place two baskets in the center of the room. She then appoints two Tellers, taking care that neither Teller is a candidate. The Recording Secretary calls the roll of members present entitled to vote. (A member in arrears is not entitled to vote.) Each member deposits her folded ballot in the ballot box. After all have voted, the Tellers then proceed to count the number of

ballots, making certain that the number corresponds with the number of voters. The Tellers then proceed to unfold and count the ballots. The first Teller will take a ballot from the basket, tally it and pass it on to the second Teller, who tallies it and drops it into the other basket. When the tally is completed, the first named Teller reads the result and hands it to the President who declares the officer(s) elected.

The above procedure shall be used for election of officers of Subordinate Institutes and delegates and alternates to Grand Institute.

|  |  |  |
| --- | --- | --- |
| **TITLE**  |  **WRITTEN ADDRESS SALUTATION**  | **CONCLUSION**  |
| Cardinal  | b His Eminence (Christian b Your Eminence Name) Cardinal (Surname)  | b I have the honor to remain, Your Eminence’s humble servant s Your humble servant  |
|   |   |   |
| Archbishop  | The Most Reverend (Christian Name) (Surname) D.D.  | b Your Excellency s Dear Archbishop (Surname)  | b I have the honor to remain, Your obedient servant s Your obedient servant  |
|   |   |   |   |
| Bishop  | The Reverend (Christian Name) (Surname) D.D.  | b Your Excellency s Dear Bishop (Surname)  | b I have the honor to remain, Your obedient servant s Respectfully yours or Faithfully yours  |
|   |   |   |   |
| Priest  | Reverend (Christian Name) (Surname) followed by initials of the order, if any  | b Reverend Father s Dear Father (Surname)  | b I remain, Reverend Father, Yours faithfully  |
|   |   |   |   |
| Brother  | Brother (Name) and initials of the order  | b Dear Brother s Dear Brother (Name)  | b Respectfully yours s Faithfully yours  |
|  |  |  |  |
| Sister  | Sister (Name) and initials of the order  | b Dear Sister s Dear Sister (Name)  | b Respectfully yours s Faithfully yours  |
|   |   |   |   |
| Monsignor  | The Reverend Monsignor  | b Right Reverend Monsignor s Dear Monsignor (Surname)  | b I remain, Right Reverend, Yours faithfully s Respectfully yours or Faithfully yours  |
|   |   |   |
| President of the The President United States  | Dear Mr. President  | Respectfully  |
|   |   |   |
| Senator b The Honorable (Name)  s (M) The Honorable and Mrs. (Senator’s Name) (F) The Honorable (Senator’s Name) and Mr. (Name)  | Dear Senator (Surname)  | b Very truly yours s Sincerely yours  |
|   |   |   |
| Representative b The Honorable (Name) s (M) The Honorable and Mrs. (Senator’s Name) (F) The Honorable (Senator’s Name) and Mr.  (Name)  | Dear Mr. (Surname) Dear Mrs. (Miss or Ms.) (Surname)  | b Very truly yours s Sincerely yours  |

|  |  |  |  |
| --- | --- | --- | --- |
| Governor  | b The Honorable (Name) Governor of (State) s (M) The Honorable and Mrs. (Governor’s Name) (F) The Honorable (Governor’s Name) and Mr. (Name)  | Dear Governor (Surname)  | b Very truly yours s Sincerely yours  |
|   |   |   |   |
| Mayors  | The Honorable (Christian Name) (Surname) Mayor of (City)  | Dear Mayor (Surname)  | Sincerely yours  |

##### b = business s = social